# Copying Work Elements

The "cloning" function, introduced in the May 2005 release of Pisces, allows you to copy work elements from one SOW to another. This is supported at two levels. First, you can copy all the work elements on an SOW (select an SOW that has one or more work elements from the grid at the top of the SOW tab) and later paste them to any other SOW in the system. Second, you can copy an individual work element. However, in both cases, you must have write access to the destination contract.

For help in preparing a new SOW, please contact your BPA COTR.

**For technical help with Pisces, please contact fishsupport@bpa.gov.**

To copy an individual work element from a SOW:

    a. From the SOW tab of the source contract, right-click the work element (in the lower pane) you want to copy.

    b. Choose "Copy Work Element" from the drop-down menu. Alternatively, you can highlight a work element and press CTRL+C to copy.
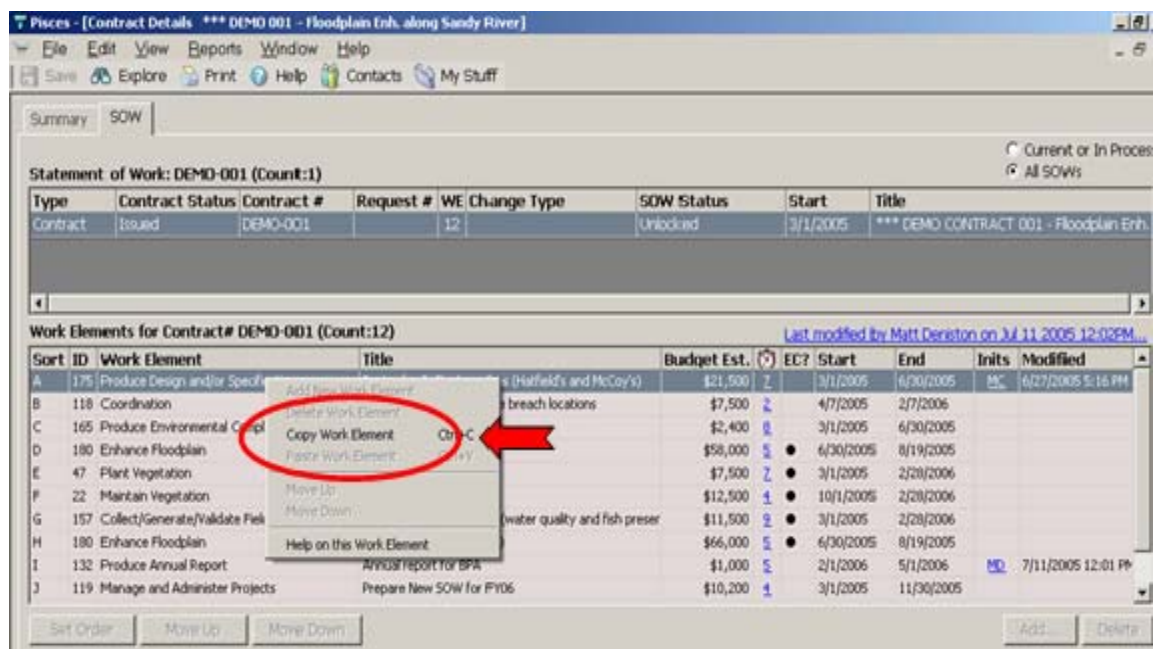

Continued next page

c. Click on the SOW tab of the contract you wish to copy the work element to, right-click on any work element (in the lower pane), and choose "Paste Work Element" from the drop-down menu. You can also press CTRL+V to paste the work element.

d. All the information underneath the work element such as milestones, specifications, budget, etc. will be copied along with each work element.
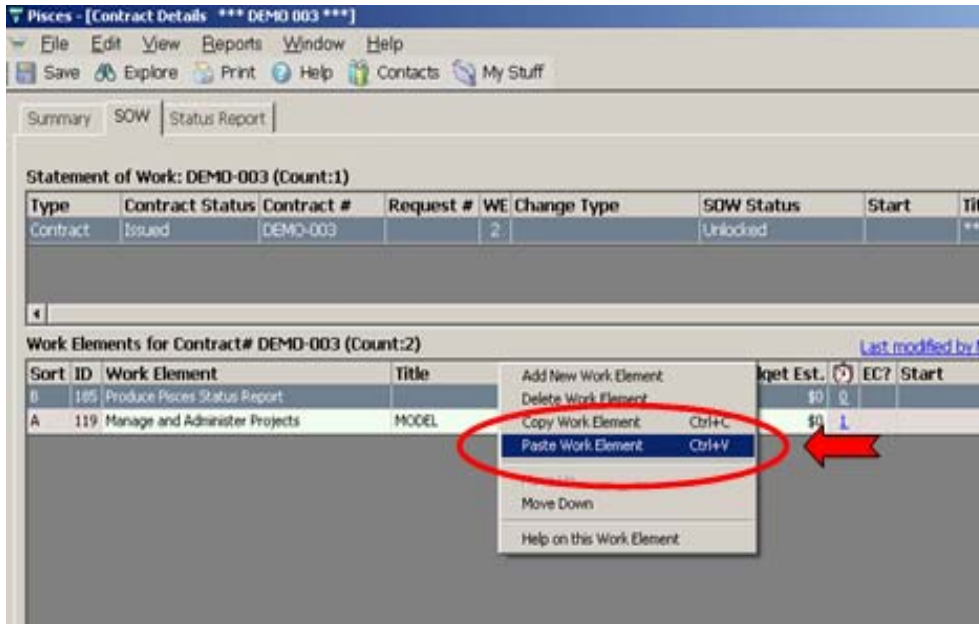
To copy all work elements in a SOW:

a. From the SOW tab, right-click the row (in the upper pane) that contains the contract whose work elements you want to copy.

b. Choose "Copy Work Elements" from the drop-down menu, or press CTRL+C.

c. Click the SOW tab of the contract you wish to copy the work elements to, right-click the desired contract row (in the upper pane), and choose "Paste Work Elements" from the drop-down menu, or press CTRL+V.
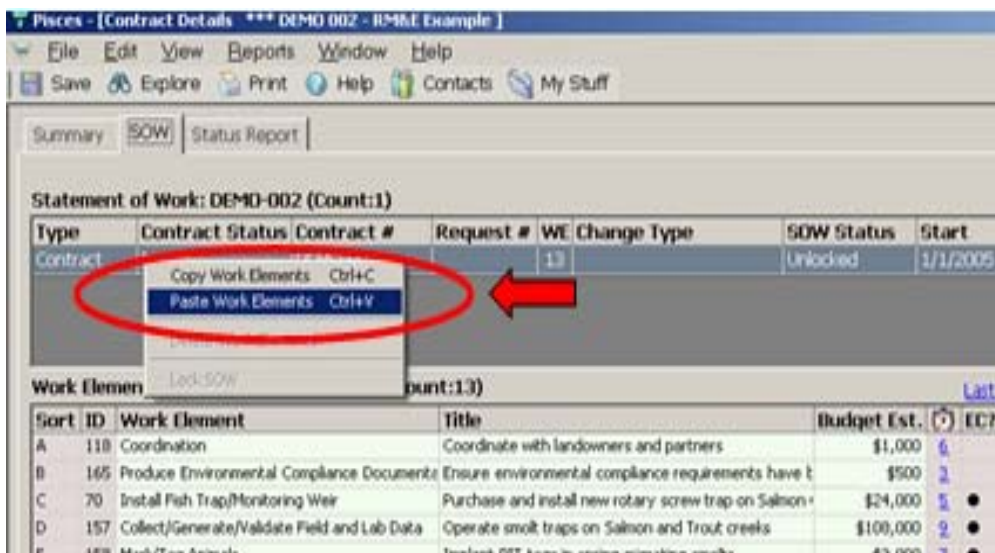
d. Again, all the information underneath the work element such as milestones, specifications, budget, etc. will be copied along with each work element.
e. One exception: the work element "Produce Pisces Status Report" (#185) will not be copied. Because of the status report set-up wizard associated with this work element, the BPA COTR must add it to each contract individually.

After copying work elements:

1) Update copied work elements
    a. When you paste work elements, Pisces prepends the copied work elements with the word "COPY" in most fields so that you can easily distinguish the content you copied.

b. Please delete the word "COPY" from each work element you copied after you have updated the following:
    ▪ Start and End Dates,
    ▪ Work Element Description (if necessary),
    ▪ Deliverable Title and Specification (if necessary)
    ▪ Budget Estimates, and
    ▪ Milestones.

2) Look for any expired work elements
    a) If you have copied an expired work element – denoted by the word "EXPIRED" in front of the Work Element Title --   as part of an amendment to an existing SOW, then remove the word "Expired" from the work element.

See illustration next page

b) If you are copying work elements into a brand new SOW with a new performance period, then you will need to replace the expired work element with a current one.

c) To determine what happened to your expired WE, you can either:

   i) Go to reports in Pisces and choose Work Elements Active and Expired. Find your expired WE and read the comment to determine which WE(s) have replaced it, or

   ii) Go to the rapid WE add feature in Pisces select all under the search bar and then type in the WE name or number of the expired WE in the search bar. The definition below will include a comment referring you to a new active WE(s).

For questions about a specific work element, please contact the work element owner (the contact person listed on the work element background page) or your BPA COTR. Work elements, background pages and work element owners are listed on our website at: http://www.efw.bpa.gov/contractors/statementsofwork.aspx.